

# PHA Plans

## Streamlined 5-Year/Annual Version

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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## Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2005

# FINAL

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Pittsfield Housing Authority

**PHA Number:** MA029

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2005

### PHA Programs Administered:

☒ **Public Housing and Section 8**

Number of public housing units: 164

Number of S8 units: 580

☐ **Section 8 Only**

Number of S8 units:

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### PHA Plan Contact Information:

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TDD: Email (if available):

SharonLeBarnes@pittsfieldhousing.org

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government

- ☒ Public library  
☐ PHA website  
☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA  
☐ PHA development management offices  
☐ Other (list below)

## **Streamlined Five-Year PHA Plan**

### **PHA FISCAL YEARS 2005 - 2009**

[24 CFR Part 903.12]

#### **A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

- ☒ The PHA's mission is: (state mission here)

The Pittsfield Housing Authority (PHA) is committed to providing a full-range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely low, very-low, and low-income family, elderly, and disabled households in a fair manner. The PHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The PHA is committed to improving its federal conventional public housing developments and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The PHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.

#### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Have the PHA contact Congressional representatives concerning budget cuts and other issues impacting the PHA and ask for more affordable housing funding – Year 1
  - ☒ Urge the City to include Inclusionary Zoning in its zoning code – Year 1
  - ☒ Partner with other developers (non-profits and for-profits) - Year 3
  - ☒ Acquire more housing stock - Year 4
  - ☒ Create a PHA Non-profit to acquire and develop housing - Year 5
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Re-examine fencing and gates to improve security - Year 1
  - ☒ Review contract for and quality of Laundromat/s – Year 1
  - ☒ Conduct a survey of clients leaving the programs of the PHA utilizing the move-out form and document reasons quarterly – Year 1
  - ☒ Address the issue of property appearance especially window treatments by tenants – Year 1
  - ☒ Implement UIV – Year 1
  - ☒ Review and test RIM, PHAS and SEMAP measures– Year 1
  - ☒ Improve computerization and training – Year 1
  - ☒ Develop a plan and schedule to update appliances and paint and finishes – Year 1
  - ☒ Upgrade Columbia Arms mailboxes and intercoms – Year 2
  - ☒ Re-examine Columbia Arms parking for frail elderly and disabled – Year 2
  - ☒ Set up a better and more regular inter-agency communication – Year 2
  - ☒ Research opportunity to become an MTW agency – Year 2
  - ☒ Develop a strategy to combat isolation and loneliness of the elderly – Year 2
  - ☒ Survey playground needs – Year 3
  - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
- ☒ Implement voucher homeownership program – Year 1
  - ☒ Study the need to provide housing for low income extended families especially grandparents caring for grandchildren – Year 3
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
- ☒ Implement public housing security improvements by utilizing national criminal screening systems – Year 1

☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- ☒ Review PHA current assistance and need for additional assistance for young female heads of household to enter the work force – Year 1
  - ☒ Review the impact of SS and SSI changes (eg., health insurance fees) on rent charges – Year 1
  - ☒ Launch the FSS program – Year 4
  - ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- ☒ Evaluate the impact of the change in preferences from 2004 and determine if further changes are needed including a lower preference for households already housed in affordable housing – Year 2
  - ☒ Study opportunity for converting porches and cathedral ceiling units to provide larger units – Year 3
  - ☒ Explore need for and development of handicap accessible units – Year 5
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

- ☒ Improve inter-office communication – Year 1
- ☒ Institute a regular staff meeting to improve communication – Year 1
- ☒ Have all staff visit developments at least yearly to improve communications – Year 1
- ☒ Research how additional and more effective services can be delivered to low rent public housing tenants and to HCV participants using CDBG funds – Year 1
- ☒ Examine how surplus food and other surplus products can be made available to PHA clients – Year 2
- ☒ Do a utility audit – Year 1

## Streamlined Annual PHA Plan

### PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

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<input checked="" type="checkbox"/>	5. Capital Improvements Needs	24
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<input checked="" type="checkbox"/>	7. Homeownership	26
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<input type="checkbox"/>	14. Other (List below, providing name for each item)	

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**  
**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**  
For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:  
**Form HUD-50070, Certification for a Drug-Free Workplace;**  
**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**  
**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

## **Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

## **1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

### **A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	210		36.8%
Extremely low income <=30% AMI	166	79%	
Very low income (>30% but <=50% AMI)	36	17.1%	
Low income (>50% but <80% AMI)	8	3.8%	
Families with children	96	45.7%	
Elderly families	37	17.6%	
Families with Disabilities	55	24.2%	
White	161	76.7%	
African/American	23	11%	
Asian/American Indian	4	1.9%	
Hispanic	22	10.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	93	44.3%	37.2%
2 BR	90	42.9%	48%
3 BR	21	10%	32.3%

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
4 BR	4	1.9%	31.3%
5 BR	2	1%	20%
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	97		0.7%
Extremely low income <=30% AMI	73	75.3%	
Very low income (>30% but <=50% AMI)	24	24.7%	
Low income (>50% but <80% AMI)	0	0	
Families with children	64	66%	
Elderly families	4	4.1%	
Families with Disabilities	13	13.4%	
White	63	64.9%	
African/American	12	12.4%	
Asian/American Indian	2	2.1%	
Hispanic	20	20.6%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	26.8%	
2 BR	51	52.6%	
3 BR	17	17.5%	



Housing Needs of Families on the PHA's Waiting Lists			
4 BR	3	3.1%	
5 BR	0	0%	
5+ BR	0	0%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 3 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

#### **Need: Shortage of affordable housing for all eligible populations**

- ☒ Covene a meeting of the PHA Commissioners, Staff and RAB with Rep Olver and Senators Kerry and Kennedy to discuss proposed budgetary cuts and need for affordable housing
- ☒ Leverage affordable housing resources in the community through the amendment of the zoning code to mandate inclusionary zoning of mixed - income housing
- ☐ Other: (list below)

#### **Need: Quality of Housing: PHA Improvements**

- ☒ Re-examine security as related to fencing and gating
- ☒ Review condition of Laundromats and related contracts
- ☒ Survey clients leaving the PHA programs to ascertain reasons and implement corrective action plans, as may be appropriate
- ☒ Address appearance of properties especially in terms of window treatments – adjust leases and enforcement accordingly
- ☒ Implement UIV
- ☒ Review RIM, SEMAP and PHAS requirements and test for compliance
- ☒ Improve computerization and training in use of computer programs
- ☐ Other: (list below)

#### **Need: Permanent Housing: Families with ability to become homeowners**

- ☒ Complete survey analysis of interest of HCV (Section 8) and Public Housing participants
- ☒ Based on survey, develop or not develop a plan for HCV homeownership
- ☒ Implement Homeownership plan
- ☐ Other: (list below)

**Need: Quality of Housing Environment: PHA Improvements**

- ☒ Implement security improvements by access screening of tenants through the NCIS databases.
- ☐ Other: (list below)

**Need: Household Self-Sufficiency: Family Independence**

- ☒ Review current assistance and possible additional assistance for single female heads of households
- ☒ Review impact of SS and SSI health insurance charges on rental charges and make adjustments accordingly
- ☒ Request funding from the CDBG program for an FSS coordinator
- ☐ Other: (list below)

**Need: PHA Operations: Improved Performance**

- ☒ Establish better inter-office communication
- ☒ Institute regular (monthly?) staff meeting
- ☒ Institute regular (twice yearly/annually) all staff visits to developments
- ☒ Research how additional and more effective services can be delivered to PHA clients through the CDBG program
- ☒ Do utility audit
- ☐ Other: (list below)

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Staffing constraints
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with residents, staff and Commissioners and consultants
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes;

therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	\$378,259	
b) Public Housing Capital Fund	\$241,416	
c) HOPE VI Revitalization	0	
d) HOE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,320,461	
f) Resident Opportunity and Self-Sufficiency Grants	0	
g) Community Development Block Grant	0	
h) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FY2003 CFP	\$55,983	
FY 2003 RHF	\$1,719	
FY 2004 CFP	\$152,809	
<b>3. Public Housing Dwelling Rental Income</b>	\$381,889	
<b>4. Other income (list below)</b>		
Investments	\$10,917	
Other	\$7,326	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$455,0779</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

## A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### (1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)  
☐ When families are within a certain time of being offered a unit: (state time)  
☒ Other: (describe)

*The PHA performs some verification at application time. The full verification and re-verification occurs at some time prior to a unit being ready based on projected turnover rates – typically 30 days before occupancy.*

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity (**CORI**)  
☒ Rental and Utility history  
☐ Housekeeping  
☒ Other (describe)  
☒ Personal References

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (**CORI**)

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

*With this Plan, the PHA intends to explore and activate if possible criminal records from an NCIC authorized source.*

### (2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☒ Other (describe)

*There is a single waiting list which is organized by bedroom size, then by preferences and then within equal preferences by time and date.*

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☐ PHA development site management office  
☒ Other (list below)  
☒ Mail by request

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

No site based waiting lists planned

1. How many site-based waiting lists will the PHA operate in the coming year?

*None*

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One  
☐ Two  
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

**a. Income targeting:**

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

*The PHA plan calls for 50% of all new admissions to public housing to families at or below 30% of median area income (AMI).*

**b. Transfer policies:**

In what circumstances will transfers take precedence over new admissions? (list below)

☒ Emergencies – *a current tenant who is displaced due to government action or a natural disaster*

☒ Overhoused

☒ Underhoused

☒ Medical justification – *where a household member is physically unable to occupy the unit due to a change in their physical condition, which is verified in writing by an independent medical opinion*

☒ Administrative reasons determined by the PHA - *to permit modernization work only*

☐ Resident choice: (state circumstances below)

☐ Other: (list below)

**c. Preferences**

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

**Former Federal preferences:**

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

☐ Victims of domestic violence

☐ Substandard housing

☐ Homelessness

☐ High rent burden (rent is > 50 percent of income)

**Other preferences: (select below)**

☒ *Working families and those unable to work because of age or the extent of their disability*

☒ *Veterans*

☒ *Residents who live or work or have an offer to work in the City of Pittsfield*

☒ *Those enrolled currently in training or upward mobility programs leading to a job placement*

☐ Households which contribute to meeting income goals (broad range of incomes)

- ☐ Households which contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ *Victims of reprisals or are in need of witness protection who are either clients of the PHA or are referred to the PHA by a law enforcement agency*
- ☒ Other preference(s)
  - *Those displaced by government action where there is no provision by that government action for relocation and those displaced by a natural disaster including fire where the household is not at fault*
  - *Victims of domestic violence, certified by a Court or law enforcement agency*
  - *Those who are homeless which means that they are in a shelter or a facility contracted by or operated by that shelter to provide housing for the homeless*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☒ **Date and Time**

*Date and time of application is used to sort within equal preferences*

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences:

- 3** *Working families and those unable to work because of age or the extent of their disability - Weighted Points 20*
- 3** *Veterans - Weighted Points 20*
- 1** *Residents who live or work or have an offer to work in the City of Pittsfield - Weighted Points 40*
- 3** *Those enrolled currently in training or upward mobility programs leading to a job placement - Weighted Points 20*
- 3** *Victims of reprisals or are in need of witness protection who are either clients of the PHA or are referred to the PHA by a law enforcement agency - Weighted Points 20*
- 2** *Those displaced by government action where there is no provision by that government action for relocation and those displaced by a natural disaster including fire where the household is not at fault - Weighted Points 30*
- 3** *Victims of domestic violence, certified by a Court or law enforcement agency - Weighted Points 20*

**3** *Those who are homeless which means that they are in a shelter or a facility contracted by or operated by that shelter to provide housing for the homeless - Weighted Points 20*

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: *the current pool of applicant families and the new preference weighting, ensures that the PHA will meet income-targeting requirements. In addition the deconcentration analysis shows that the PHA is meeting the 85% lower band requirement and will over time meet the 115% upper band requirement for one development.*

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

### **(6) Deconcentration and Income Mixing**

a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher**



**program, certificates).**

**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

☒ Criminal or drug-related activity only to the extent required by law or regulation

*The PHA uses both the Criminal Offenders Registry (CORI) and the Sexual Offenders registry (SORI).*

☐ Criminal and drug-related activity, more extensively than required by law or regulation

☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

*We intend to develop a working relationship for information sharing with the local police department.*

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

*The PHA uses both the Criminal Offenders Registry (CORI) and the Sexual Offenders registry (SORI).*

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

*With this Plan, the PHA intends to explore and activate if possible criminal records from an NCIC authorized source.*

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)

*That the applicant has been screened and found eligible under existing Section 8 requirements.*

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?  
(select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

### **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*At the end of 60 days, the applicants must show evidence that they have been looking intensively. If evidence is supplied, an extension is normally granted.*

### **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ *Working families and those unable to work because of age or the extent of their disability*
- ☒ *Veterans*
- ☒ *Residents who live or work or have an offer to work in the City of Pittsfield*
- ☒ *Those enrolled currently in training or upward mobility programs leading to a job placement*
- ☐ *Households which contribute to meeting income goals (broad range of incomes)*
- ☐ *Households which contribute to meeting income requirements (targeting)*
- ☐ *Those previously enrolled in educational, training, or upward mobility programs*
- ☒ *Victims of reprisals or are in need of witness protection who are either clients of the PHA or are referred to the PHA by a law enforcement agency*
- ☒ *Other preference(s)*
  - *Those displaced by government action where there is no provision by that government action for relocation and those displaced by a natural disaster including fire where the household is not at fault*
  - *Victims of domestic violence, certified by a Court or law enforcement agency*
  - *Those who are homeless which means that they are in a shelter or a facility contracted by or operated by that shelter to provide housing for the homeless*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☒ **Date and Time**

*Date and time of application is used to sort within equal preferences*

Former Federal preferences:

- ☐ *Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)*
- ☐ *Victims of domestic violence*
- ☐ *Substandard housing*
- ☐ *Homelessness*
- ☐ *High rent burden (rent is > 50 percent of income)*

Other preferences:

- 3** *Working families and those unable to work because of age or the extent of their disability - Weighted Points 20*
- 3** *Veterans - Weighted Points 20*
- 1** *Residents who live or work or have an offer to work in the City of Pittsfield - Weighted Points 40*
- 3** *Those enrolled currently in training or upward mobility programs leading to a job placement - Weighted Points 20*
- 3** *Victims of reprisals or are in need of witness protection who are either clients of the PHA or*

*are referred to the PHA by a law enforcement agency - Weighted Points 20*

**2** *Those displaced by government action where there is no provision by that government action for relocation and those displaced by a natural disaster including fire where the household is not at fault - Weighted Points 30*

**3** *Victims of domestic violence, certified by a Court or law enforcement agency - Weighted Points 20*

**3** *Those who are homeless which means that they are in a shelter or a facility contracted by or operated by that shelter to provide housing for the homeless - Weighted Points 20*

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application  
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: *the pool of applicant families ensures that the PHA will meet income-targeting requirements. This is monitored quarterly and if necessary, targeting will be employed using skipping.*

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

*The PHA does not administer any special-purpose Section 8 programs at this time. It is exploring some such uses and if adopted, will provide information through the Administrative Plan and other publications and briefings.*

- ☐ The Section 8 Administrative Plan  
☐ Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices  
☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

## A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

### (1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0  
☒ \$1-\$25 (\$25.00)  
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
☒ Any time the household experiences a change in income or family composition  
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_  
☐ Other (list below)

g. ☒ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

*The PHA is exploring the establishment of an FSS program and if established it will probably implement an ISA.*

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing  
☒ Survey of rents listed in local newspaper  
☒ Survey of similar unassisted units in the neighborhood  
☐ Other (list/describe below)

*The PHA will be reviewing the Flat Rents next fiscal year to determine if any adjustments need to be made.*

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR  
☐ 100% of FMR  
☒ Above 100% but at or below 110% of FMR

☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☒ Other (list below)

*The average length of time for all applicants to find and lease an apartment.*

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50 (\$50.00)

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.



## A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

### (1) Capital Fund Program

1. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. ☐ Yes ☒ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

### (1) Hope VI Revitalization

1. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

1. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved

<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway
--

3. ☐ Yes ☒ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:
4. ☐ Yes ☒ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. ☐ Yes ☒ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

## **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description: *The PHA is determining from its survey of HCV participants, the level of interest in homeownership and determine if a Plan is warranted. If there is demand for the program, the PHA will draft a plan and after necessary approvals, will implement it.*

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? Five [5]

b. PHA established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

*At this time, this is unknown, but during any design of the Plan this will be addressed.*

If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

- *Complete its analysis of the survey of HCV participants*
- *Develop a Homeownership Plan, if warranted*
- *Inform Voucher holders of the opportunity for homeownership*

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☒ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- ☒ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

- ☒ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

- *To be determined during the planning*

- ☒ Demonstrating that it has other relevant experience (list experience below):

- *The PHA has just completed successfully the conversion of one of its Low Rent Public Housing developments to homeownership under the Turnkey III program.*

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004)*

### **Original Five Year (2000-2004) Goals and Achievements through 2004**

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:  
☒ Apply for additional rental vouchers:

**Status:** *There was no opportunity offered by HUD to apply for additional vouchers.*

- ☒ Reduce public housing vacancies:

**Status:**

- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:

- ☒ Improve public housing management: (PHAS score)

**Status:** *The PHA has maintained relatively consistent PHAS scores over the years 2000-2003 achieving High Performer Status, which exempted it from the PHAS assessment in 2004.*

- ☒ Improve voucher management: (SEMAP score)

**Status:** *The PHA was able to move from 76% in 2001 to 96% in the last 2 years.*

- ☒ Increase customer satisfaction:

**Status:** *The PHA scored 79% on its Customer Satisfaction Survey in 2001. Since then it instituted improvements which have resulted in scores of 92% in 2002 and 93% in 2003. It continues to make improvements which are reflected in the Survey.*

- ☒ Renovate or modernize public housing units: (***through the Capital Fund Program***).

**Status:** *The Pittsfield Housing Authority used grant monies to transfer Dower Square from Electric to Gas to help with the utility costs for the tenants. Roofing work was done at Dower Square and electrical upgrading was done at Columbia Arms*

- ☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling: ***through briefings***

**Status:** *The PHA improved voucher mobility with counseling.*

- ☒ Conduct outreach efforts to potential voucher landlords

**Status:** *This was done.*

- ☒ Increase voucher payment standards: ***to 110%***

**Status:** *The Payment Standard was moved to 110%.*

## **HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: ***through income targeting of newly selected tenants***

**Status:** *Income targeting was planned and implemented and achieved the desired result. The family developments of Jubilee Apartments and Dower Square and the elderly development at Columbia Arms secured a balance of high and low income households.*

- ☒ Implement public housing security improvements:

**Status:** *The results of the goals for public housing safety were completed in the 5 year plan by adding extra lighting, secure fencing around developments, landscaping to eliminate trees, and security cameras were added to sites to help monitor activity outside and inside buildings.*

### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:

**Status:** *The two family developments of Jubilee Apartments and Dower Square secured a net gain of 27 employed households in the period 2000-2005. Jubilee Apartments has 22% working, while Dower Square has 34%. The elderly development at Columbia Arms had no change. With changes in the preferences adopted a year ago, it is expected that this trend will continue in the next 5 year period. Flat rents and the Income Disregard programs have continued to help. In addition, the PHA makes referrals when appropriate, to the Department of Transitional Assistance and to day care providers to assist working families. The Voucher program has also been successful in attracting more working households. It started in 2000 with 103 working households and has increased that to 148 in 2004.*

### **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

**Status:** *PHA continued its policies and practices. It has Affirmative Action, Antidiscrimination and Reasonable Accommodation policies and adheres to these quite strictly.*

- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion

national origin, sex, familial status, and disability:

***Status:*** PHA continued its policies and practices and used its CFP program to make improvements for disabled persons.

- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

***Status:*** PHA used its CFP program to make improvements for disabled persons.

**Other PHA Goals and Objectives: (list below)**

- ☒ PHA Goal: To resolve the transfer of ownership and/or sale of the remaining parcels of the MA29-2 development of which 98% of the original units have been sold as homes.

Objectives:

- ☒ To resolve all remaining legal issues with HUD to allow the PHA to transfer and/or sell the remaining parcels

***Status:*** In this 5-year plan, the sale of remaining house at Morningside Heights was resolved and the demolition of a structure that was not safe was done.

- ☒ PHA Goal: To diversify the operational base of the Authority by identifying new program initiatives that can both provide for improved or new affordable housing opportunities and replace operating income sources at risk under the current state and federal budgets.

Objectives:

- ☒ To establish the means and capacity to acquire tax title and other properties from the City of Pittsfield that can be rehabilitated and occupied. The goals for properties provided by the City at nominal cost would be to add these properties to the tax roles. For properties for which the Authority would purchase or pay tax arrearages, the properties would pay a PILOT.

***Status:*** No progress was made on this, but the goal has been included in the next five year plan (2005-2009).

- ☒ Investigate other type of initiatives that are consistent with the PHA's mission, but can also help diversify the PHA's operating income stream and reduce reliance on the agency's historic core programs.

***Status:*** No progress was made on this, but the goal has been included in the next five

*year plan (2005-2009).*

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

For the purposes of the Pittsfield Housing Authority's PHA Plans, the following shall constitute "substantial deviation and/or significant amendments or modifications" to these plans and therefore will be subject to the full PHA Plan planning, comment and hearing process.

#### **1. Changes to the Admissions and Waiting List Preferences**

Exceptions: If the PHA's quarterly analysis of Congressionally mandated deconcentration of incomes, of targeting of thresholds of very low income (<30% of median) and of achieving a broad range of incomes (0% to 80% of median), the PHA may introduce skipping and/or tiered management of the waiting lists to ensure that such mandates are met.

#### **2. Changes to Rent Determinations**

Exceptions: If the PHA's market analysis indicates that flat rents should be adjusted, the PHA may adjust them by up to 25%.

#### **3. Changes to the Capital Fund Program in excess of 25%**

Exceptions:

- a. If the PHA makes changes to any line item in excess of 25% due to an emergency.
- b. If the PHA receives a reduction or addition in funds from HUD and the reduction or addition results in a change in any line item in excess of 25%.
- c. If the PHA bids for scheduled work result in a change to any line item in excess of 25% and no elimination of any line item previously approved by the Plan.

#### **4. Changes in the Use of Replacement Reserves if such changes constitute a change in excess of 20% for the Intended Use of the Reserves.**

#### **5. Changes in any Program which would change the beneficiaries and benefits of that Program. This is not intended to require approval of procedural and other similar changes in such Programs.**



**Note:** Any changes mandated by Congress or HUD and not specifically requiring a PHA Plan process approval, shall be exempt from such PHA planning and approval procedures.

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

- a. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

These were incorporated into the 5 Year Goals and Strategies

1. Assisting young single female heads of households to enter the work force
2. Have the PHA contact our Congressional delegation concerning budget cuts and other issues impacting the PHA and ask for more affordable housing
3. Add fencing and gates to improve security
4. Upgrade Columbia Arms
  - a. Mailboxes and intercom
  - b. Upgrade Columbia Arms elevator and lobby, including possibility of an enclosed addition for access and resident enjoyment
  - c. Upgrade Columbia Arms parking access for frail elderly and disabled
  - d. Replace all washer and dryers in Columbia Arms and upgrade laundry area
5. Review the impact of SS and SSI changes (e.g. health insurance fees) on rent charges
6. Launch the HCV homeownership program
7. Develop a plan for acquiring and distributing surplus food and other products to tenants, especially people on SS.

b. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☒ Other: (list below)

These were incorporated into the 5 Year Goals and Strategies

#### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by

the PHA this year?

☒ Yes ☐ No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Mr. Marcelino Adorno

Method of Selection:

☒ Appointment

**The term of appointment is 5 years (include the date term expires): 1/10/2010**

☐ Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

Date of next term expiration of a governing board member: 5/24/2006

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Mayor James Ruberto

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

#### **Consolidated Plan jurisdiction: City of Pittsfield**

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- ☒ The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The City is not currently supporting this Plan with actions and/or commitments, but will consider requests from the PHA this fiscal year.*

#### **(4) (Reserved)**

Use this section to provide any additional information requested by HUD.

## **10. Project-Based Voucher Program**

☒ Yes ☐ No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

*This will be explored during the year.*

1. ☒ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- ☐ low utilization rate for vouchers due to lack of suitable rental units  
☐ access to neighborhoods outside of high poverty areas  
☒ other (describe below:)

*Need to house populations requiring special housing and enriched service environment*

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

*This will be determined during the planning phase*

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
√	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;	5 Year and Annual Plans
√	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan	Streamlined Annual Plans
√	Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.	5 Year and standard Annual Plans
√	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
√	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
√	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
√		Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
√	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
√	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
√	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
√	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
√	Results of latest Section 8 Management Assessment System (SEMAP)	HCV Administrative Plan
√	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	HCV Administrative Plan
√	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
√	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
√	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
√	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
√	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
√	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
TBD	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
√	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
√	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## **12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Pittsfield Housing Authority		Grant Type and Number: MA06-P029-501-05			Federal FY of 05 PHA FY06
		Capital Fund Program Grant No:			
		Replacement Housing Factor Grant No:			
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:           )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	15,000			
3	1408 Management Improvements	10,000			
4	1410 Administration				
5	1411 Audit (Energy)	30,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures 29-6 Elevator Rehab	160,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

## **12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Pittsfield Housing Authority		Grant Type and Number: MA06-P029-501-05			Federal FY of 05 PHA FY06
		Capital Fund Program Grant No:			
		Replacement Housing Factor Grant No:			
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:           )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency	7,809			
21	Amount of Annual Grant: (sum of lines 2 – 20)	252,809			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	30,000			



**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA WIDE	Operations	1406	LUMP	15,000				
PHA WIDE	Management Improvements	1408	LUMP	10,000				
PHA WIDE	A & E	1430	LUMP	30,000				
PHA WIDE	AUDIT (energy)	1411	LUMP	30,000				
COLUMBIA ARMS 29-6	ELEVATOR REHAB	1460	LUMP	160,000				
PHA WIDE	Contingency	1502	LUMP	7,809				

### **13. Capital Fund Program Five-Year Action Plan**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name:			<b>Grant Type and Number</b> Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant:
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA WIDE 1406	08/14/07			08/14/09			
PHA WIDE 1408	08/14/07			08/14/09			
PHA WIDE 1430	08/14/07			08/14/09			
PHA WIDE 1411	08/14/07			08/14/09			
PHA WIDE 1502	08/14/07			08/14/09			
COLUMBIA ARMS	08/14/07			08/14/09			
1460							

### **13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 06 PHA FY: 07	Work Statement for Year 3 FFY Grant: 07 PHA FY: 08	Work Statement for Year 4 FFY Grant: 08 PHA FY: 09	Work Statement for Year 5 FFY Grant: 09 PHA FY: 10
	Annual Statement				
Dower Square MA29-5		Playground Improvements	Siding Replacement		Electric Upgrade
Jubilee Apts. MA29-3		Utility Room/Closet Rehab		Community Room Rehab	
Jubilee Apts. MA29-3		Playground Improvements	Siding Replacement		
Columbia Arms MA29-6				Door Access Upgrade	
Columbia Arms MA29-6				Mail Boxes	
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

### **13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>  2  </u> FFY Grant: 06 PHA FY: 07			Activities for Year: <u>  3  </u> FFY Grant: 07 PHA FY: 08		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	Dower Square MA295	Playground Improvements	25,000	Dower Square MA29-5	Siding Replacement	100,000
<b>Annual</b>	Jubilee Apts. MA29-3	Utility Room/Closet Rehab	100,000	Jubilee Apts. MA29-3	Siding Replacement	100,000
<b>Statement</b>	Jubilee Apts. MA29-3	Playground Improvements	25,000			
	PHA WIDE		102,809	PHA WIDE		52,809
Total CFP Estimated Cost			\$252,809			\$252,809

### **13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year :_4__ FFY Grant: 08 PHA FY: 09			Activities for Year: __5 FFY Grant: 09 PHA FY: 10		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
Jubilee Apts. MA29-3	Community Room Rehab	75,000	Dower Square MA29-5	Electrical Wire Upgrade	150,000
Columbia Arms MA29-6	Door Access Improvements	40,000			
Columbia Arms MA29-6	Mail Box Replacement	25,000			
PHA WIDE		112,809	PHA WIDE		102,809
Total CFP Estimated Cost		\$252,809			\$252,809